

SAFETY & RISK MANAGER

GRADE: 24

FLSA: EXEMPT

CHARACTERISTICS OF CLASS:

The Safety and Risk Manager performs difficult professional and intermediate administrative work in the execution of a comprehensive Safety and Risk Management Program and other Human Resource Programs for the City. Work in this class requires proactive participation with individuals both within and outside the Department and City in the development, explanation, promotion and management of safety, insurance and risk management and related programs. These contacts include using persuasion, coordination and explanation in obtaining desired actions and tactfully handling personal relationships. Most of the work requires light physical demands usually under good working conditions, producing considerable mental effort and stress by handling multiple projects concurrently and meeting deadlines. The work is subject to functional policies and goals under only general managerial direction and subject to general supervisory review at times by the Director of Human Resources for some of the assigned programs. The work involves program development and has serious consequences on the delivery of services. May supervise the work of support staff and may direct and coordinate related work with other departments.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- In collaboration with all City departments and staff administers and manages the City's Safety, Claims Management and Risk Management Programs, including:
- Workers Compensation incident review reporting, leave approval, third party claims, legal and policy compliance, costs control, claims processing, alternative work, surveillance activities, benefits payment, claims processing, hearings testimony, etc. On and Off the Job Injury, Sick Leave and Income Protection Plan Management.
- Liability and Property loss claims processing, customer issue resolution, records management, interrogatories responses, testifying, coordination of legal issues, investigation, improvement recommendations, cost maintenance and reduction, subrogation of funds, etc.
- Represents the City on the Self-Insurance Panel and Claims Settlement Committee; coordinates claims management, settlement and insurance strategy; reviews and analyzes financial matters; develops new insurance coverage; negotiates and obtains insurance coverage contracts; recommends coverage limits; etc.
- Develops, implements, conducts and monitors the safety program including a variety of extensive in-house safety related training (i.e. respirators, CPR, First Aid, Accident Prevention and Reporting, goggles, earplugs etc.) in a variety of ways (i.e. tool box talks, manuals, computer based, Power Point, etc.), manages safety compliance; reviews City programs; reviews accidents and ensures appropriateness and consistency of management; manages MOSH and OSHA inspections and compliance; conducts and manages training; coordinates efforts with various contractors and vendors; develops strategy for dealing with OSHA, MOSH, etc.; makes public presentations; prepares appropriate responses; coordinates all efforts; ensures compliance with DOT, Random, Post Accident Drugs and Alcohol Testing etc. of participants in disciplinary matters; ensures completion of required (i.e. OSHA 300) forms; etc.
- Acts as City liaison with a variety of officials and managers, coordinating and disseminating safety and risk management information; develops contingency plans for City services for special projects and programs etc.; manages City participation in the County's Hazardous Materials Usage Programs; etc. Assists in the submission of applications for reimbursement for emergency events to FEMA and other agencies.
- Manages environmental issues: identifies hazards; develops and approves remedial plans, hazardous waste handling and disposal; interprets regulations; files appropriate reports, coordinates issues etc.
- Assists other Department Administrators in the execution of a variety of other projects and programs.
- Performs other duties as required.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience equivalent to a Bachelor's Degree from an accredited university or college in Safety and Risk Management, Public or Business Administration or a closely related field and five years of progressively more responsible experience in Safety Administration and Risk Management, three of which must include program responsibility. Possession of an appropriate driver's license valid in the State of Maryland.

Preferred Knowledge, Skills and Abilities:

- Thorough knowledge of the principles and methods used in developing, establishing and maintaining a government safety program.
- Thorough knowledge of Federal and State of Maryland Occupational Safety and Health Standards.
- Thorough knowledge of proper method of compliance and complaint abatement.
- Skill in developing and delivering effective safety related training.
- Skill in dealing effectively with both individuals and groups of individuals at a full range of levels.
- Ability to manage a variety of programs including safety training, claims processing, compliance, etc.
- Ability to detect unsafe conditions and practices and effect appropriate action.
- Ability to compile, analyze and utilize statistical data as it relates to safety programs.